

Van Alstyne Community Development Corporation
MINUTES – Regular Board Meeting
228 East Marshall
Thursday, April 13, 2017

A QUORUM OF THE CITY COUNCIL MEMBERS MAY OR MAY NOT BE PRESENT. NO ACTION OF THE CITY COUNCIL WILL BE TAKEN AT THIS MEETING.

- 1. Call to Order-Recognition of Guest(s):** President Collin Flynn called the meeting to order at 6:33 p.m. He recognized and welcomed Mayor Larry Cooper and City Manager Frank Baker.

Present: Collin Flynn; Robert Lewis; Wayne Womack; Robert Jaska; Emily Freeman; and Mark Rock

Absent: Chris Dorak

Guests: City Manager Frank Baker and Mayor Larry Cooper

- 2. Discuss/Action: Approval of Minutes from previous meetings:** Minutes from the March 9th and Special Called Meeting of March 21st were reviewed by the Board Members. Robert Lewis made a motion to approve the minutes and Robert Jaska seconded and a unanimous approval was made by the Board
- 3. Discuss/Action: Approval of Treasurer's Report:** The Treasurer's reports were presented to the board members to include the Balance Sheet and Profit & Loss Statement for the month of March. It was noted that a duplicate of \$18000 was on the Hike & Bike Trail. It was discussed that the QuickBooks program needs to be adjusted and Robert Jaska agreed to assist Jan Walker in this correction. Collin Flynn made a motion to approve the Treasurer's reports. Robert Lewis seconded the motion. Motion passed.
- 4. Discuss/Action: Consider an agreement similar to the EDC which will include manage the finances, move the CDC to the City's account system, cut checks, implement the purchase under process, etc. as well as hire, manage and evaluate the CDC employee going forward:** Frank Baker stated that the city will not manage the CDC, it's employees or financial documents. He did agree to allow the job applications to be dropped off at the City Hall office and also to post them to the Texas Municipal League website. The request was made to have the applicants to put their resume's in a sealed envelope with the position desired written on the cover. This change was to be made to the CDC Job Openings Website by Jan Walker the first thing on Monday morning. The Job Openings is to be sent to the City Manager and the EDC Director to be posted on their websites; with the position summaries to be sent to the Mayor for his addition to his monthly newsletter. Collin agreed to take the job descriptions to Grayson College South Campus to be posted.
Collin asked for volunteers to sit with Jan through the end of this month in order to learn the activities/files, etc. in order to be prepared for a new employee's orientation.

Wayne Womack agreed to take all 6 days remaining to help prepare for the pending change. Wayne also agreed to provide an interview sheet and to do the initial screening of applications. It was determined that the interview would be conducted by a board majority with the hope that all could participate.

It was determined that a special called board meeting would be beneficial to follow up on job applications and information gleaned from Wayne's assistance to Jan. The called meeting date is Thursday, April 27th at 6:30 PM.

5. **Discuss/Action: Annual Audit:** The City Manager stated that Susan LaFollette will be in front of the May City Council meeting. We are to look for an email in preparation for this meeting.
6. **Discuss/Action: Bids from Financial Institutions for a Depository Agreement:** Jan Walker informed the Board that Landmark Bank stated that all funds for CDC fall under the City agreement and would be covered under the FDIC. Robert Jaska stated that there was no need to change and that Texas Star Bank is not interested in handling the CDC funds.
7. **Discuss/Action: Funding for City Community Development Plan to be prepared by Gateway Planning:** Advised Jan to change it to Update. Frank Baker said that he will let us know where there is a kick-off meeting.
8. **Discuss/Action: Brochures, Website and Facebook:** There was detailed discussion on who would distribute the brochures and where they would be located. Robert Lewis agreed to take some to the Visitor Center in Denison and to the local banks; Collin Flynn agreed to take brochures to the college, model homes, gasoline stations, real estate offices, doctor/dentist offices; and Frank Baker agreed to take some to City Hall.

There was a question brought up concerning the billing to Palladium, O'Reilly Auto, and Grayson College for their portion of brochure cost. Jan Walker agreed to look into this before the next meeting.
9. **Discuss/Action: Residential Study purchased by VAEDC:** The Board President said that this could be removed from future agendas because there is no residential study at this time.
10. **Discuss/Action: Status of Pedestrian/Bike Trail:** Frank Baker stated that the engineering design is completed and doing the cut away with TxDOT. The route has been approved by TxDOT; the potential schedule construction start date is for August/September with a projected finish for January/February 2018.
11. **Discuss/Action: Update on Railcar Renovation:** Robert Lewis reported that the floor is installed in the middle but the ends still need to be finished. The holes were filled with lead plugs. The Board agreed to paint the exterior to as close to original as possible.

12. **Discuss/Action: Update on Park Projects: a) Assembling of Playground Equipment at Forrest Moore Park; b) Gazebo-Dorothy Fielder Park; and c) Engineering Funds of Park Master Plan:** a) the assembly is completed; c) the master plan is not completed

b) Jan Walker explained that Steve White had said the only bid received was by Jerry Moody for \$4700.00. After reviewing the bid, Robert Lewis stated that bid did not indicate that the posts need to be metal post and this change may create a higher cost. Steve White is to be contacted by Jan with the requested changes. This will be followed up at the next Board meeting.

13. **Discuss/Action: Grant Application for American Academy of Dermatology/Shade Structure Program:** Frank Baker said that he has the information on the dermatologist in Anna that he will provide for us. Jan Walker is to add this to the working files list.

14. **Discuss/Action: Report of Committee assigned to meet with VAEDC:** Collin Flynn said that the lease was to remain the same and that a 3 year lease had been signed by the EDC. Jan informed the Board that the March payment had been increased by \$100 and Frank Baker said that he would find out why and get it corrected. Questions by the board were about the lease start date and if the CDC should draw a sub-lease agreement. This discussion will be continued at the next regularly scheduled meeting.

15. **Discuss/Action: Monthly Report of Job Duties performed by Administrative Coordinator:** Jan Walker presented a list of her activities for March and the first two days of April, however, due to a corrupted file, could not share the activities for the three remaining days of April. She also made available to the Board a list of the "Working Files" that were left by the previous CDC Director. She informed the Board that there would be a need for a desk, computer and phone when a new administrative assistant is hired. It was noted that the current phone/computer/printer, originally shared by the EDC/CDC, is no longer available for CDC usage.

Wayne Womack suggested that the minutes indicate which members are present/absent and the guests in attendance be noted properly.

16. **Comments by the President, Mayor and City Manager:** Collin Flynn thanked the Board members for their willingness to work as a team. He opened his mail that had been delivered and found an invoice from the City Attorney and determined it had already been paid. Mayor Larry Cooper thanked the Board for their work. Frank Baker, City Manager wished the Board a happy holiday.

17. **Adjourn:** Collin Flynn called a motion for adjournment at 8:44 PM with a second by Robert Lewis.

Minutes respectfully submitted by Jan Walker April 17, 2017